

Department Memorandum

Idaho Transportation Department



Date: April 10, 2006

Project Number(s)

To: ITD Employees

Key Number(s)

From: Susan K. Simmons, ADA

Project ID, County, Etc.

Re: E-mail Usage

As an employee of the ITD, you are given a personal e-mail account. This account comes with responsibilities and restrictions identified in ITD Administrative Policy A-22-02.

E-mail is centrally managed at headquarters and we store over 110 GB of e-mail daily. E-mail storage has grown over 100% during the last eighteen months. This increased use of e-mail is taxing our limited storage capabilities and is threatening to over-extend our data back-up schedule.

After a review of currently stored e-mail, we found that in addition to work related e-mails, staff are also sending and receiving e-mails containing information not directly related to work activities, including video clips, chain letters, advertisements, music, and personal photographs. These personal practices have caused our e-mail support services to grow to an unsustainable level.

In order to deal with this situation, ITD will implement several changes to current e-mail procedures. These changes will go into effect on June 1st, 2006.

After June 1st 2006:

- All ITD sent e-mail will automatically be formatted as Rich Text. You may still use plain text but will be unable to compose e-mail in HTML format.
- The ability to use stationary (background images) in e-mail will be eliminated.
- We will continue to limit mailbox sizes to 100 MB.
- E-mail older than six (6) months will be deleted from users' e-mail boxes. Before it is permanently deleted it will be placed in the Deleted File folder for one week giving you adequate time to archive the material. This action does not impact the e-mail that you archive in personal folders on the system. If you are responsible for e-mail that is subject to record retention rules; save the e-mail in a location other than your active e-mail box.
- All ITD employees will adhere to a signature block that includes name, title, mailing address, phone number(s), and e-mail address. Personalized messages and quotations will not be allowed.
- The Department will discontinue use of the e-mail address @itd.state.id.us All employees will use the @itd.idaho.gov address. Any inbound e-mail addressed to @itd.state.id.us will no longer be delivered

The Public Affairs Office will publish several articles on e-mail use for your information in the Transporter.

I have asked the Corporate IT staff to be sensitive to your needs during this transition. Please contact Liza Fox (334-8222) if you have any questions. I appreciate your cooperation as we more responsibly use our limited e-mail support resources.